

Public Safety Group

POLICE DEPUTY CHIEF

Police Series

02/83

CHARACTERISTICS OF THE CLASS:

Under general direction, directs a division, or as assigned the functions and activities of the Police Department; and performs related duties as required.

EXAMPLES OF DUTIES:

As assigned in the absence of superior officers directs and supervises the functions and activities of the Police Department; cooperates with other law enforcement agencies in the apprehension and detention of wanted persons, criminals, recovery of stolen property, and in matters of mutual interest; directs and supervises the functions and activities of an assigned division; prepares and submits surveys and studies as required; prepares and submits reports as required; makes recommendations for the improvement of police services; is responsible for the control of special events, disasters, riots and any other situation requiring the presence of police officers.

Confers with the public in person and by telephone and advises on the city code and other laws as required; maintain liaison between the police department, other city departments, state, federal and foreign law enforcement agencies; as assigned represents the police department, before civic groups, organizations and other law enforcement agencies.

Interprets departmental rules, regulations and policies to employees; directs the safe keeping of prisoners; participates in the selection and development of new police officers; participates and makes recommendations in the formal police training program.

Assigns police personnel as needed; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Seven years of experience as a commissioned police officer with the El Paso Police Department, including one year in the rank of Lieutenant or above.

Knowledge, Abilities and Skills: Considerable knowledge of current principles, practices and procedures of field and administrative police work; considerable knowledge of pertinent Federal, State and County laws and City ordinances, particularly the rules of evidence; considerable knowledge of the geography of the City and location of important buildings; considerable knowledge of the policies, rules and regulations of the Police Department; considerable knowledge of current methods and practices of traffic safety, accident and criminal investigation.

Ability to command the respect of police officers and to assign, direct and supervise their work, ability to analyze complex police problems, situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to enforce safety practices and procedures; ability to express oneself clearly and concisely both orally and writing; ability to deal with the public courteously, firmly and impartially; ability to establish and maintain effective public relations; ability to establish and maintain effective working relationships with fellow employees.

Skill in the use of firearms; skill in the operation of a motor vehicle.

Director of Personnel

Department Head